

**City of Maple Ridge**

**Bylaw No. 6704-2009**

**SCHEDULE "C"  
Highway Use Permit**

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Highway Use Permit

Pursuant to Bylaw Section: 33.0

Date: \_\_\_\_\_

Permit No.: \_\_\_\_\_

File No.: \_\_\_\_\_ & \_\_\_\_\_

Name of Permittee: \_\_\_\_\_

Address of Permittee: \_\_\_\_\_

Name of Prime Contractor: \_\_\_\_\_

Address of Prime Contractor: \_\_\_\_\_

Pursuant to the provisions of Maple Ridge Highway and Traffic Bylaw No. 6704-2009, permission is hereby granted to the above-named Permittee to:

\_\_\_\_\_  
\_\_\_\_\_

This permit shall be valid and subsisting from the \_\_\_\_\_ day of \_\_\_\_\_ and shall expire on the \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ (pm) AND at all times during the currency thereof, shall be subject to cancellation if the holder thereof shall neglect, fail or refuse to observe and to comply with all the requirements of Maple Ridge Highway and Traffic Bylaw No. 6704-2009, and is issued subject to the following conditions:

That all necessary plans and specifications of any works involved have been deposited with the Permits Department and have been approved;

That this Permit shall be valid only for the specific works or other uses of a Municipal Highway stated herein. All alterations and additions must be covered by a separate Permit;

That the construction and maintenance of any works under this Permit shall be carried out and completed to the satisfaction of the City of Maple Ridge;

That any person appointed by the City of Maple Ridge for that purpose shall have free access at all times to all parts of any works constructed under this Permit for the purpose of inspecting the same;

That while reasonable care will be taken on the part of the City of Maple Ridge to avoid damage to any private works constructed under this Permit while carrying out the construction or maintenance of any public work in any highway, the City of Maple Ridge accepts no responsibility of any kind for such damage if the same should result from such public work;

That the Permittee shall save harmless, defend and indemnify the City of Maple Ridge from and against all claims, damages and lien claims of every kind, arising out of or in any way connected with any works or other things for which this Permit is issued;

That the Permittee, or his contractor if applicable, shall obtain and maintain during the term of this Permit a comprehensive general liability insurance policy providing coverage of not less than \$5,000,000.00, naming the City of Maple Ridge as an additional named insured and providing that the said policy shall not be cancelled, lapsed or materially altered without 30 days notice in writing to the City of Maple Ridge. A copy of such policy shall be delivered to the City of Maple Ridge prior to the issue of this Permit. The permittee shall disclose the name of the prime contractor;

That the Permittee shall replace and repair all municipal infrastructure effected by the work and such infrastructure is to be returned to an equal or better condition than that which existed prior to the work, all within 24 hours of the completed work, to the satisfaction of the City of Maple Ridge;

That appropriate traffic control practices must be followed as per the Provincial Traffic Control Manual for Works on Roadway 2<sup>nd</sup> edition, and to the satisfaction of the City of Maple Ridge;

That the Permittee MUST notify and abide by all requirements of all emergency services (Police/Fire/Ambulance);

That the Permittee shall at all times be responsible for the safety, adequacy, efficiency and sufficiency of his work, his plant, his equipment and his method of executing the work whether by himself or his sub-contractor. His work shall at all times be protected by adequate barricades, signs, flares, fences, lanterns, guards or other such means placed as required and maintained during the work to protect the public and avoid property damage;

That the Permittee shall comply with the City of Maple Ridge Noise Bylaw No. 5122-1994 during the period of construction;

That no mud, dirt, earth, soil or debris from the work site shall be permitted to be deposited on Municipal property;

That the Permittee notify and abide by all requirements of other interest groups, including but not limited to Telus, B.C. Hydro, GVRD, Ministry of Environment, Lands and Parks and the Ministry of Transportation;

That the Permittee shall take extra precaution to insure the safe passage of pedestrians on the sidewalk before, during and after the event;

That the Permittee shall contact the Municipal Works Inspector to arrange the required inspections;

That the Sidewalks and Curbs shall be reconstructed to Municipal standards.

That the Permittee will deposit with the City of Maple Ridge a sum of \_\_\_\_\_  
(\$\_\_\_\_\_) in cash or cheque, to guarantee the fulfillment by me of the terms and conditions  
set out herein within the time specified in this permit.

\_\_\_\_\_  
(Signature of Permittee)

Permit No. \_\_\_\_\_ issued this \_\_\_\_\_ day of \_\_\_\_\_

Authorization:

\_\_\_\_\_  
Municipal Engineer

Application Fee (\$\_\_\_\_\_) Non Refundable

Receipt No.: \_\_\_\_\_

Security Deposit (\$\_\_\_\_\_) Refundable

Receipt No.: \_\_\_\_\_

Insurance Policy Deposited \_\_\_\_\_  
(date)



## HIGHWAY USE PERMIT CHECKLIST

Please allow 5 to 10 business days for processing

\_\_\_\_\_  
Principal Contact

\_\_\_\_\_  
On-Site Contact (if different)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email

- Completed Highway Use Permit application form and checklist
- Description, drawings or pertinent information indicating the extent of work or activity within the road right-of-way
- Required dates for Highway Use Permit
- Traffic Management Plan – describing any traffic control measures that may be necessary to complete the work
- \$150.00 plus \$7.50 GST Highway Use Permit Fee**
- Copy of **\$5,000,000 LIABILITY INSURANCE POLICY:**

**MUST** have the following statement written in the policy:

***“Naming the City of Maple Ridge as an additional insured and providing that the said policy shall not be cancelled, lapsed or materially altered without 30 days notice in writing to the City.”***

**The policy shall also include a Cross Liability Clause**

- REFUNDABLE SECURITY DEPOSIT** based on the extent of work

### **ADDITIONAL REQUIREMENTS FOR UTILITY PERMITS (IF APPLICABLE):**

- Engineer stamped drawing for construction within road right-of-way
- Permitting Inspection Fee (to be invoiced)
- Pavement Degradation Fee (to be invoiced)

**CONTACT THE ENGINEERING DEPARTMENT AT 604-467-7339 FOR FURTHER INFORMATION**